

**College of the Siskiyous  
Job Description**

**Job Title:** Accounting Specialist **FLSA:** Non-Exempt  
**Group:** Classified **Salary Class:** H **Salary Schedule:** Classified

**Job Summary**

Under the general direction and supervision of the Controller, responsible for a portion of the accounts payable and a portion of the accounts receivable functions

**Essential Duties and Responsibilities include the following**

Perform varied and unrelated duties including preparing a portion of the payments of the District's financial obligations and performing the accounting processes association with a portion of the District's accounts receivable functions.

Review payment vouchers and purchase requests for accuracy and completeness. Input payment vouchers and purchase requests into the college's computerized accounting system.

Verify positing accuracy; verify accuracy of prices and orders with vendors.

Reconciliation of cash accounts with general ledger.

Using a computerized accounting system, print and distribute budget and general ledger reports at the beginning of each month and as needed by campus units.

Post receipts to correct funds.

Initiate electronic fund transfers for payroll taxes and receipt of federal monies.

Serve as backup to cover other Business Office positions which may require flexible working schedule.

Promote positive campus and community relations.

Perform other related duties.

**Employment Standards**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The knowledge and skill requirements are representative of essential duties. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position.

**Training and Experience:** Any combination of experience and training equivalent to completion of an AA degree specializing in accounting and/or bookkeeping, plus a minimum of two years of related work experience.

**Knowledge:** Knowledge of basic principles, methods and practices of accounting, spreadsheet and word processing applications and interactive accounting applications; computer and computer systems; variety of software; mathematical computations; overall functions of a cashier's office.

Ability: Ability to perform technical and clerical functions associated with the Accounting Office; use a computer receipt writer; apply rules and regulation to practical situations; operate equipment such as a 10-key calculator, a microcomputer, and a typewriter; communicate effectively in written and oral form; work independently and follow through on assigned projects; understand and carry out both oral and written instructions; work effectively under stress; use discretion in judgment regarding confidential matters; establish and maintain effective work relationships with those contacted in the performance of required duties.

Physical Effort/Work Environment: Light to moderate physical effort; occasional standing or walking; periodic handling of lightweight parcels. Indoor work environment.

Licenses and Certificates: When driving a district vehicle, a valid California driver's license and evidence of appropriate automobile insurance based on DMV regulations may be requested.

**Job Description Approved: 4/98**